



**REQUEST FOR PROPOSAL
(RFP) # FY 2015-2016-010**

**CONSULTANT COMPETITIVE NEGOTIATION ACT
(CCNA)**

**ARCHITECTURAL AND ENGINEERING SERVICES
GOLDEN ISLES TENNIS CENTER AND GOLDEN ISLES PARK**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
CITY MANAGER'S OFFICE
OFFICE OF CAPITAL IMPROVEMENT
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

In accordance with Florida Statutes, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), the City of Hallandale Beach is soliciting interested firms with substantial experience and capabilities to provide a wide variety of architectural and engineering services, including but not limited to, conceptual design, design development, preparation of construction documents, permitting services, assistance with Construction Manager at Risk (CMAR), the General Contractor, as well as, provide construction administration services. All work shall be in compliance with the current Florida Building Code in addition to City Zoning requirements codes and City and County Ordinances. The selected firm shall prepare all documents in the formats required by the City and adhere to all City Project deadlines.

Following the opening of proposal packages, firm(s) that do not meet the Minimum Qualification Requirements (MQRs) set forth will not be considered further.

Architectural firms must be familiar with the development of Parks and Recreation areas, as well as, an indoor space planning and design. The design professionals are encouraged to be progressive in their planning and design approach.

Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on pages 21-31 of this RFP. An Evaluation Committee will select no fewer than three (3) of the highest ranked proposers for oral interviews/presentations.

Oral presentations are to support what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification purposes. No new information or material not already provided in the firm's proposal is to be presented during oral presentations.

After oral presentations proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to enter into negotiations with the top ranked firm for architectural and engineering services to award and negotiate Agreement. **Agreements are subject to annual appropriation and the availability of funds.** This project will be funded through the Parks General Obligation Bond approved by voters on November, 2014.

Project Background

The City of Hallandale Beach has completed a City Wide Master Plan. The Parks Master Plan sets forth a program to enhance 13 of the City's Parks and Recreation areas in support of community-wide goals and neighborhood needs. A complete copy of the City Wide Parks Master Plan is available on the City web site: www.hallandalebeachfl.gov under the Parks and Recreation Department.

This RFP is for the master plan, design and construction administration for the Golden Isles Tennis Center and Golden Isles Park. The City has selected Golden Isles Tennis Center & Golden Isles Park as the second and third park to be built through the General Obligation Bond Funding approved by City residents on November 4, 2014. The development will be according with the City Wide Master Plan. The Golden Isles Tennis Center was not included in the original Parks Master Plan; therefore, there is no conceptual design of that site. Attached as Exhibit A is the conceptual design of the Golden Isles Park. The two parks are to be designed together so as to compliment the contiguous spaces. See page 5 for the information on the Master Plan and design of the two (2) spaces. Proposed amenities for the two parks are:

Name	Location	Size (Land area)	Master Plan Concept
Golden Isles Tennis Center	Southeast Quadrant	5 acres (approximately)	To be developed with this RFP. Anticipated amenities: <ul style="list-style-type: none"> • Tennis courts (clay and hard courts) • Sports lighting • Site Parking • Pro shop w/ office, restrooms, storage, meeting room and concession • Bocce Ball Courts
Golden Isles Park	Southeast Quadrant	1.63 acres (approximately)	<ul style="list-style-type: none"> • 2 regulation Basketball Courts • Walking/Exercise Trail • Playgrounds with rubberized surface and shade cover • Passive Open Space • Picnic • Parking

Note: The existing sea wall that spans the length of the tennis courts shall remain. There are no provisions in this RFP to remove or replace the sea wall. This information will be necessary in determining the placement of any structures in those areas.

Please refer to Exhibit B – Geotechnical Exploration Report performed by Nutting Engineers to determine the best approach for subsurface construction.



- ❖ Golden Isles Tennis Center is located at 100 Egret Drive, Hallandale Beach, FL, 33009.
- ❖ Golden Isles Park is a Community Park located at 424 Layne Boulevard, Hallandale Beach, FL 33009

The City adopted a City Wide Parks Master Plan in 2011. It is the City's intention to request the selected firm to utilize the City Wide Master Plan as the bases for the conceptual development, design and programing. It should be noted that the City would like to pursue all options regarding the best site design for the park which may include a redesign of the conceptual plan regarding the location and placement of amenities set forth above, if applicable. Consultant shall perform Charrette(s) to seek input from the Community, City Commission and City Administration. These interactive sessions shall be presented in a workshop format, and consultant shall incorporate agreed upon revisions in the next progress review presentation. Charrette may include multiple and/or individual meetings, if necessary. Recommendations to be presented by firm at a Community meeting with final approval at a City Commission public meeting.

Final project delivery by the Architect shall be a turn-Key project - consultant shall undertake the entire responsibility from design through completion and commissioning. The City only has to turn the proverbial key to make everything function as it should. This shall include selection of furniture, fixtures, and any additional consultants that shall be required to complete the project.

Consultant shall meet with City staff to obtain background information and define the specific scope of services for this project. The Consultant shall not proceed with work on any assignment without written authorization to proceed from the City. This work authorization will stipulate the fees and time schedule for each phase of the assignment.

Upon Review of the proposals by the evaluation committee, oral presentations may be required. After ranking, the evaluation committee will select and short list no less than the three (3) top ranked firms.

Design Development Phase

Consultant shall provide all associated Design Development Services necessary to bring the project to a successful completion, including but not limited to:

- Perform charrette(s) to seek input from the Community, City Commission and City Administration. Theses interactive sessions shall be presented in a workshop format, and consultant shall incorporate agreed upon revisions in the next progress review presentation. Charrette may include multiple and/or individual meetings, if necessary. Recommendations to be presented by firm at a Community meeting with final approval at a City Commission public meeting.
- Consultant, upon consultation with the CMAR, shall promptly provide a design development schedule and submit to the City for approval.
- Provide comprehensive professional architectural and engineering services for the project. Disciplines shall include, mechanical, electrical, fire protection,

telecommunications, interior design, landscape, irrigation, civil, structural (to provide threshold inspections), minimum LEED Silver Certification and commissioning among others to complete the project identified. Any specialty disciplines necessary to complete the project scope of service shall be included in the scope of services. This shall include sound engineering consultant, as needed and any other specialty sub consultants necessary to complete the project with all components for the operations of the facility and park amenities.

- Utilize preliminary conceptual schematics as provided on the Parks Master Plan booklet to design and develop the City's vision including necessary structures, recreational spaces and sports facilities. This design development shall occur within the established of the City's construction budget.
- Consultant shall coordinate and schedule pre-application meetings with applicable permitting agencies to ensure that the proposed design complies with applicable regulations, codes and standards including City's own codes and ordinances. Meeting minutes shall be documented and submitted to the City. This includes the coordination and facilitation of the Major Development Approval process including application, Development Review Committee, Planning and Zoning Board, and City Commission approvals, as required.
- Develop Construction Documents and specifications required for construction complete and coordinated between disciplines this will include interior space planning and furniture layout. Progress reviews shall be required at the 30%, 60%, 90% and 100% design stage for evaluation and approval by City staff. During schematic design and design development, but prior to construction design phase, the consultant must solicit input from City staff.
- These interactive sessions shall be presented in a workshop format, and consultant shall incorporate agreed upon revisions in the next progress review presentation.
- Select, retain and supervise LEED consultant during the design phase to assure a minimum of a LEED silver certification or other applicable green building certification, to include but not be limited to, preparation and submittal of applications, registration, development of Green specification book, record keeping, moderation and coordination meetings, tracking credits, LEED/Green commissioning, energy modeling and coordination of appeals for denied credits if necessary.
- Prepare and submit signed and sealed construction drawings to the City of Hallandale Beach Building Division and all other applicable agencies for review and make any revisions required for the issuance of a building permit.

- Permitting services required by Broward County Health Department, Broward County Environmental Protection Department, City's Building Department including and any other required permitting agency. Permitting services shall also include completion of permit applications, forms, addressing comments, and updating plans and specification as necessary to secure the above mentioned permit.
- Consultant shall attend all project coordination meetings necessary, including weekly preconstruction and construction meetings with CMAR, to successfully complete the project.
- Upon the completion of the 30 %, 60%, and 90% submittal, the Consultant shall assist CMAR to provide a detailed cost estimate of a fully completed project.
- As part of the design phase services, Consultant shall collaborate with CMAR Contractor with constructability and value engineering analysis and any other recommendation made by the team to ensure a timely and cost effective project. Consultant shall expeditiously incorporate all value engineering and constructability comments into the Construction Documents.
- Upon completion of design phase, Consultant shall provide the City with one set of reproducible drawings and specifications, along with electronic copies, of the 100% Construction Documents.

Phase II- Construction Administration Phase

The Consultant shall provide construction administration services to assure project is constructed in accordance to plans and specifications.

- Participate in the pre-construction conference, and weekly construction meetings, for the entire duration of the construction phase.
- Provide comprehensive construction administration of a project, providing services such as submittal review, respond to contractor's RFI's, address technical questions as well as shop drawing review.
- Conduct field observations of all disciplines involved including any required threshold inspection, resolving on-site problems and answering technical questions as construction progresses.
- Supervise LEED/Green consultant and General Contractor to assure successful compliance of the requirements of the modeling, commissioning any other elements pursuant to the implementation and Green certification of the building. Including

supervising of mechanical, electrical, plumbing and any other disciplines involved in order to achieve compliance.

- Review construction schedules and critical path, prepare final punch list and review all final as-built drawings.
- Certification and project close out for all aspects of the project defined within the scope of consulting services including Green deliverables and certification.
- Consultant shall participate in a monthly warranty inspection along with the City during the one (1) year warranty, and provide a plan for all necessary repair, replacements and/or corrective work.

A. **Predesign and site planning services** – Includes the coordination of all data and program information available or required to meet the project design criteria, review and comply with land development regulations, process the project through required land development agencies, and coordinate with City staff as needed for the completion of the project design. It should also identify and establish all necessary compliance with permitting agencies having jurisdiction over this project. The following disciplines are anticipated during this phase and are included in our proposed fees: Architecture, Civil Engineering, Landscape Architecture, Mechanical, Plumbing and Electrical Engineers, Structural Engineer, Site Lighting Design, LEED Consulting and Commissioning, as needed, Geotechnical Engineering, Survey, Environmental Engineering, Traffic Engineering, Community Outreach. Tasks include but are not limited to the following:

- Meetings with City staff, Consultants and regulatory agencies to review and define project requirements
- Coordinate and meet with various City department personnel to define and confirm program and space requirements for the project
- Develop project program outlining specific goals and objectives to be included in final design
- Modify master plan based on programming and other information obtained
- Coordinate and meet with the City to determine and define LEED goals and objectives, minimum Silver Certification

- Complete a traffic impact statement. In the event that a traffic study is required, Consultant shall Complete a Traffic Study (to determine/ justify impact of new facilities) to be included as an add alternate
- Document existing on and off site utilities, improvements and structures. Identify required agency approvals and permitting requirements including impact fees.
- Provide site plan, project information and assist with the preparation of other required documents (easement, right of way vacations, platting/ replatting) ,to assist the City in the internal rezoning to obtain the required zoning and land use designations for the site.
- Preparation of conceptual design documents as needed for City staff approval
- Preparation of presentation graphics and materials for use in the presentation of the proposed project to City staff and at public hearings.
- Review and coordination of the project design with the Construction Manager at Risk (CMAR)
- Attendance at required Community, City staff, Board, and City Commission meetings to present the project.
- Determine/establish telecommunications, site security, other low voltage items and, any other technical operation equipment and design required for the full operation of the Project.

The following specific services are included in the scope of services:

- Platting/replatting including processing for approval, if needed.
- Programming
- LEED consulting and commissioning
- Landscape Planning & Design
- Site Planning & Design
- Building Planning & Design
- Demolition Plan

- Investigation of existing records and documents
- Coordination with permitting agencies
- Coordination of utilities for relocation with agencies (FP&L, etc) on/off site
- Coordination of utilities for relocation/extension of fiber optic cable for City Connectivity
- Coordination for roadway vacation/ rerouting
- Coordinate development review processing with the City
- Develop presentation graphics
- Attend meetings

B. **Preparation of Permit and Construction Documents** – Once the conceptual design is completed land use and development approvals are in place with the City, County and other agencies having jurisdiction and we have been authorized to proceed with the preparation of permit and construction documents the design team will begin work on the development of Construction Documents Services will include plans and specifications as needed for the Construction Manager at Risk (CMAR) to obtain bids from qualified sub-contractors and to obtain necessary permits for construction. Disciplines included in this phase of the work include Architecture, Structural Engineering, MEP Engineering services, Fire alarm and Fire protection Engineering services, Civil Engineering, Landscape and Irrigation design, LEED consulting and commissioning, Interior design services, and Pool Engineering, . The following milestones are typically anticipated.

- Schematic Design (15%) – provides confirmation of the project design following staff review and approval of the master plan and is the point where all program spaces are confirmed and the final design is approved.
- Construction Documents (30%) – is the point where the building design including building systems and site improvements including landscape and civil systems which form the basis for all future work have been defined and the project is submitted for development review by the City. (DRC) At this point a more thorough review of the cost is made by the CMAR and if adjustments are required this is the time this takes place. Upon completion of the 30% CDs, an in-house review by all

teams will converge for a thorough interdisciplinary review, between the City, Architect and CMAR.

- Permit and Construction Documents (60%) – includes all disciplines and is where decisions for all the required details and specifications are finalized in order for the project to continue with the construction documents, including drawings and specifications, for in-house review by the City. After completion of in-house review all teams will converge for a thorough interdisciplinary review, where all material selections are confirmed and all the final elements of design are finalized. Color board is presented and all low voltage needs are identified along with FF&E needs. In addition, there will be several itemized reviews of the anticipated cost of construction by the CMAR, one at 60% completion of documents and another at 90% completion. Upon receipt of the cost of construction at 60% the CMAR shall advise the City and Consultants if any modifications are needed to achieve the City's goal to build the project within the allocated construction funds. The City along with the CMAR and Consultants will meet to review the project and determine where costs can be reduced, if necessary, to bring the project within the original budget.
- Bid and Permit (90%) – The documents will be submitted for a dry run compliance review by the City permitting department, along with other county required permits. The consultant will initiate the preparation of the final book specification. The Consultants will respond to any preliminary review comments raised by the permitting authorities and implement required changes to the documents. Upon completion of the 90% CDs, an in-house review by all teams will converge for a thorough interdisciplinary review, between the City, Architect and CMAR. Consultant shall revise the 90% CDs to incorporate any changes made during the 90% interdisciplinary review. The revised set will be used by the CMAR to obtain bids and determine GMP.
- Bid and Permit (100%) – Consultant will finalize and submit final plans to the building department including addressing all 90% comments received from the building department and other outside agencies. Concurrently, the Architect will respond to building and other agencies final comments to complete the Construction Documents and obtain a permitted and approved set. A final conformance set of documents incorporating any additional comments received during final plan review will be issued to the CMAR for building purposes.

The following specific items are included in the scope of services:

- Architectural design and construction documents (drawings and specifications - including book specifications) for bidding, permitting and construction
- Structural design and construction documents
- MEP design including emergency generator, fire alarm and fire protection design and construction documents
- Landscape and irrigation design & construction documents
- Tree Removal/Relocation plan
- Base interior and exterior signage
- Wayfinding signage design
- Civil engineering to include design and construction documents for potable water, sanitary sewer, fire protection service to the building, storm drainage, site parking and paving including pavement markings and signage, design of playfields, site grading. Assumes existing off site services are available and adequate for connection.
- Preparation and processing of on/off site engineering permit applications
- Telecommunication/data design/site security.
- Interior design services for floor, wall and ceiling finishes.
- Roofing consultant.
- LEED services through design and construction. (Minimum LEED Silver Certification)
- LEED Fundamental Commissioning Meetings with City and CMAR.
- All low voltage items to include sound system design, interior and exterior building and site, data needs, Wi-Fi, access control, scoreboard design, and burglar alarm.
- Reimbursable expenses to include printing and other reproductions, overnight delivery, transportation and mileage, agency processing fees, etc. This is listed as an allowance and if unused will not be invoiced to the City.

C. **Construction Administration Services** – Provides for the Consultants to monitor the construction activities by the selected CMAR during the projected (12) month construction period by attending bi-weekly site visits to observe the work for general compliance with the design intent, respond to contractor RFI's, review shop drawings and submittals, and provide periodic reports to City staff as the construction progresses. Upon successful completion of construction, the Consultant will review the work and prepare a punch-list for the CMAR to complete. Upon completion, a final review and close out activities will be done resulting in a CO and contract close-out. The following typical services are included:

- Pre-construction meeting with CMAR and major subs
- LEED monitoring to insure compliance with LEED requirements.
- Attendance at bi-weekly site meeting to update Owner and others as to the progress of the work during the projected (12) month construction period
- Special Inspections by Consultants as required by permitting Agencies
- Respond to RFI's to assist and clarify the documents where needed.
- Review and approve submittals and shop-drawings to insure compliance with project requirements.
- Prepare punch-list review.
- Provide final project review and review required close-out documents, including warranties and maintenance documents.
- Provide record drawings based on as built documents provided by the CMAR.
- Review monthly payment applications from the CMAR for confirmation of work in place consistent with amounts being requested. Monthly project inspection of park and facilities by the architect only for a period of one year following substantial completion and coordination with City Project Manager and CMAR of warranty and punch list items.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

In order to be eligible for evaluation all firm(s) responding to this RFP must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. If firm is proposing work to be provided by more than one (1) firm, **all proposed firms** must meet and provide the MQRs with the response/submittal.

Provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Your firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses of the MQRs to the RFP and could cause your firm to be determined non-responsive and disqualified and not be further evaluated. Ensure the MQRs below are easily found and clearly addressed within your firm's response and for all proposed firms.

1. Minimum Completed # of Projects:

In order for your firm's response to be considered, proposed firm(s) must have completed two (2) projects of similar scope as the Prime Architect/Engineer as referenced in this RFP. Your firm must provide the response to meet this MQR, item 1, by completing the tables below.

Name of the Project # 1**Location of the Project:****Project Size:****Role/Services your company provided:****Owner's budget:****Final Construction Budget:****Total Amount of approved change orders
added to the project:****Date construction was complete:****Were you the prime A/E Firm:****Was the project LEED or Green certified? If
so what was the certification level?****Project Amenities**

Name of the Project # 2**Location of the Project:****Project Size:****Role/Services your company provided:****Owner's budget:****Final Construction Budget:****Total Amount of approved change orders
added to the project:****Date construction was complete:****Were you the prime A/E Firm:****Was the project LEED or Green certified? If
so what was the certification level?****Project Amenities**

2. Years in Business:

Proof of years in business must be provided by submitting a copy of the firm's Sunbiz. The Sunbiz for the firm must show a date filed of eight (8) years. The website for Sunbiz is Sunbiz.org. The incorporated "date filed" must show year 2007 or earlier.

Also please check the box that applies below:

- ☐ Yes, this firm has eight (8) years of incorporation.
- ☐ No. The firm does not has eight (8) years of incorporation.

3. Licenses:

Proposed firm(s) is licensed under Florida Statutes 471 and 481. All proposed firm(s) must provide proof with submission. [Insert copies of all licenses here.]

4. Firm's LEED Experience:

Provide a letter on your firm's letterhead indicating your firm has a minimum of one (1) completed project which has achieved a LEED or equivalent green building certification or is in progress of completing a LEED certification, by date of submission of proposals, for similar services, as requested in this RFP.

5. Staff LEED Experience:

- a. Provide a letter on your firm's letterhead indicating the number of staff holding a LEED AP designation or other equivalent green building certification.
- b. Provide a letter on your firm's letterhead indicating that at least one (1) of the staff proposed to be assigned to this Project shall have a LEED AP or equivalent Green Building Certification.

Attach letter indicating staff assigned to project holding LEED AP designation or equivalent here.

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/solicitationnotifications.

ADDITIONAL BACKGROUND INFORMATION

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide five (5) thumb drives with your firm's submittal.

Section II, Proposal Format, outlines the format to be followed for responses to this RFP. Submittals shall not exceed a total of 100 pages in length.

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference form will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this RFP must provide five (5) verifiable references for projects of similar size, scope and complexity that have been completed by your firm within the last ten (10) years which demonstrate the experience of the firm and the team that will be assigned to provide services as required and as outlined in this RFP. The period of time for meeting the requirement of ten (10) years shall be from February 1, 2005.

The five (5) references shall be project client/owners.

Each firm must provide the references in the chart below for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference.

The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not

received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form via email from the City of Hallandale Beach to complete by a deadline date.

Note: Incomplete or partial responses to all items requested above will result in the loss of points for this criteria.

Your firm's response for the provision of the references must be provided on a separate page containing the information from the chart below.

REFERENCE FORM	PROJECT CLIENT OWNERS				
	PROJECT REF. #1	PROJECT REF. #2	PROJECT REF. #3	PROJECT REF. #4	PROJECT REF. #5
AGENCY/ORGANIZATION NAME					
AGENCY/ORGANIZATION ADDRESS					
NAME OF PERSON PROVIDING REFERENCE INFORMATION					
PHONE NUMBER					
E-MAIL ADDRESS					
REFERENCE PROJECT DESCRIPTION/ NAME OF PROJECT					
PROJECT ADDRESS					
BRIEF DESCRIPTION/SCOPE OF WORK					
COMPANY ROLE					
DATE PROJECT COMPLETED OR ANTICIPATED TO BE COMPLETED					
SIZE OF PROJECT (GROSS SF CONSTRUCTION)					
ORIGINAL OWNERS BUDGET					
COMMENTS					

I. DEFINITIONS

“Award” means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the authority of the City Manager, with the exception of emergency purchases.

“City” the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

“City’s Contract Administrator” means the City’s representative duly authorized by the City Commission and/or City Manager, to provide direction to the Consultant regarding services provided pursuant to this RFP and the Contract.

“Contract” and “Contract Documents” means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

“Consultant” the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

“Local City of Hallandale Beach Vendor” pursuant to Chapter 23, Procurement, Section 23-3 of the Code of Ordinances of the City of Hallandale Beach, Florida.

“Notice to Proceed” means the written notice given by the City to the Consultant of the date and time for work to start.

“Project Manager” means the Consultant’s representative authorized to make and execute decisions on behalf of the Consultant.

“Proposal” means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

“Proposer” means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Technical Specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

CONTRACT TERMS

The term of the Agreement shall be concurrent with the design and construction of the project.

The Consultant shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

II. PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.

All firms must submit a sealed envelope with their submission labeled: RFP # FY 2015-2016-010 Architectural and Engineering Services (CCNA) Golden Isles Tennis Center and Golden Isles Park:

This envelope is to include five (5) thumb drives that contain the information requested below, items 1-13 below. Firm(s) are to submit this information/responses only on five (5) thumb drives that are searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. Firm(s) must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide five (5) thumb drives with your firm's submittal.

In order to be eligible for evaluation all firm(s) responses to this RFP must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. If firm is proposing work to be provided by more than one (1) firm, **all proposed firms** must meet and provide the MQRs with the response/submittal.

All firms that have met the MQRs will have their proposals reviewed by the evaluation committee and oral presentations may be required. After ranking, the evaluation committee may select and short list no less than the three (3) top ranked firms.

The outline for items # 1 through # 13 below must be followed. Firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses to the RFP and could cost your firm(s) points for information that is not easily found.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 13, must be included. Items 1-13 represent the criteria against which proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided and will be contacted by the City. If the proposed submittal is made up of more than one (1) firm, provide only one (1) contact person for the entire response.

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Transmittal Letter

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses and telephone numbers.

4. Minimum Qualification Requirements (MQRs)**a. Minimum Completed # of Projects:**

In order for your firm's response to be considered, proposed firm(s) must have completed two (2) projects of similar scope as the Prime Architect/Engineer as referenced in this RFP. Your firm must provide the response to meet this MQR, item 1, by completing the tables below.

Name of the Project # 1**Location of the Project:****Project Size:****Role/Services your company provided:****Owner's budget:****Final Construction Budget:****Total Amount of approved change orders
added to the project:****Date construction was complete:****Were you the prime A/E Firm:****Was the project LEED or Green certified? If
so what was the certification level?**

Project Amenities

--

Name of the Project # 2:

--

Location of the Project:

--

Project Size:

--

Role/Services your company provided:

--

Owner's budget:

--

Final Construction Budget:

--

**Total Amount of approved change orders
added to the project:**

--

Date construction was complete:

--

Were you the prime A/E Firm:

--

**Was the project LEED or Green certified? If so
what was the certification level?**

--

Project Amenities

--

b. Years in Business:

Proof of years in business must be provided by submitting a copy of the firm's Sunbiz. The Sunbiz for the firm must show a date filed of eight (8) years. The website for Sunbiz is Sunbiz.org. The incorporated "date filed" must show year 2007 or earlier.

Also please check the box that applies below:

- ☐ Yes, this firm has eight (8) years of incorporation.
- ☐ No. The firm does not has eight (8) years of incorporation.

c. Licenses:

Proposed firm(s) is licensed under Florida Statutes 471 and 481. All proposed firm(s) must provide proof with submission. [Insert copies of all licenses here.]

d. Firm's LEED Experience:

Provide a letter on your firm's letterhead indicating your firm has a minimum of one (1) completed project which has achieved a LEED or equivalent green building certification or is in progress of completing a LEED certification, by date of submission of proposals, for similar services, as requested in this RFP.

e. Staff LEED Experience:

- i. Provide a letter on your firm's letterhead indicating the number of staff holding a LEED AP designation or other equivalent green building certification.
- ii. Provide a letter on your firm's letterhead indicating that at least one (1) of the staff proposed to be assigned to this Project shall have a LEED AP or equivalent Green Building Certification.
- iii. Attach letter indicating staff assigned to project holding LEED AP designation or equivalent here.

5. **Professional Licenses and Certifications**

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project.

All Architects, Engineers must be licensed by the State of Florida and maintain certification and be in good standing with the Department of Business and Professional Regulation.

6. Firm's Qualifications and Experience

1. Proposers must provide a description of the firm, including the size, range of activities, strength, stability, experience, awards, recognitions, etc.
2. Particular emphasis shall be given as to how the firm's experience in similar project scope and complexity will be directly beneficial to the City in the construction of the project. Firm must provide this information by using the following format:

Name of the Project

Location of the Project:

Project Size:

Role/Services your company provided:

Owner's budget:

Final Construction Budget:

**Total Amount of approved change orders
added to the project:**

**Percent of Change orders that were
directed:**

Date construction was complete:

Were you the prime A/E Firm:

Was the project LEED or Green certified? If so what was the certification level?

Comments

3. Describe what unique and extraordinary skills or qualifications your firm brings to this Project, including industry “Best Practices”. How would the selection of your firm add value to the Project?
4. Describe your company’s resources and capabilities with respect to scheduling (specific computer programs), cost control, quality control and project coordination with sub consultants as well as the City.
5. Describe your firm’s experience with green building practices and identify any Green Building Council (LEED) approved projects your firm has completed or is in progress of completing and the number of local office staff with a LEED AP certification.
6. The proposal should indicate the total number of employees of the firm, including the number of staff in the local office, the staff to be employed for the City’s Project on a full-time basis.
7. Provide a list of government and private clients your firm has under contract through 2015. Please provide the amount of each contract and a brief description of the services, including the number of employees your firm is supervising on each project.
8. Describe your firms experience with the design of tennis facilities.

7. Team’s Experience/Qualifications

Identify the key personnel to be assigned on this Project and their qualifications. Provide brief resumes of key persons to be assigned to the project and their respective responsibilities, including, but not limited to:

- 1) Name and title.
- 2) Organizational Chart
- 3) Job assignment performed for other projects.
- 4) Percentage of time to be assigned full time to this Project.
- 5) How many years with firm providing the response.

- 6) How many years with other firms
- 7) Experience
 - a) Types of projects
 - b) Size of projects (dollar values, square footage, etc.)
 - c) Tasks performed on the specific projects
 - d) LEED AP qualification
- 8) Education.
- 9) Other experience and qualifications relevant to this Project.

8. Past Performance (References)

The City will conduct reference checks as component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email, therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date. Undeliverable emails no longer in service and/or not working, as well as, no responses provided to the request will cost your firm points allotted for this criteria.

Each firm responding to this RFP must provide five (5) verifiable references for projects of similar size, scope and complexity that have been completed by your firm within the last ten (10) years which demonstrate the experience of the firm and the team that will be assigned to provide services as required by this Project. The period of time for meeting this requirement of ten (10) years shall be from February 1, 2005.

References shall be project client/owners for which your firm has provided Architectural Consulting Services. **Your firm's response for the provision of the references must be provided on a separate page containing the information from the chart below.**

REFERENCE FORM	PROJECT CLIENT OWNERS				
	PROJECT REF. #1	PROJECT REF. #2	PROJECT REF. #3	PROJECT REF. #4	PROJECT REF. #5
AGENCY/ORGANIZATION NAME					
AGENCY/ORGANIZATION ADDRESS					
NAME OF PERSON PROVIDING REFERENCE INFORMATION					
PHONE NUMBER					
E-MAIL ADDRESS					
REFERENCE PROJECT DESCRIPTION/ NAME OF PROJECT					
PROJECT ADDRESS					
BRIEF DESCRIPTION/SCOPE OF WORK					
COMPANY ROLE					
DATE PROJECT COMPLETED OR ANTICIPATED TO BE COMPLETED					
SIZE OF PROJECT (GROSS SF CONSTRUCTION)					
ORIGINAL OWNERS BUDGET					
COMMENTS					

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form via email from the City of Hallandale Beach to complete by a deadline date.

9. Financial Capacity

Provide documentation of your firm's financial stability and sufficient financial capability to complete a project of this scope, as follow:

- A. Financial Stability. Provide summary certified financial statements demonstrating the tangible net worth of your firm, current operating cash balances, bank lines of credit and contingent liabilities.
- B. Ownership. Provide information on the form of ownership, principal owners, and length of ownership; if there are any pending changes to the company's ownership, identify the nature of these changes.

10. Proposer's Approach to the Project

In narrative and tabular format as appropriate, describe your firm's approach to:

- 1) Overall project management and coordination with the City, the Construction Manager At Risk and sub consultants
- 2) Site analysis and opportunities
- 3) Design approach and alternate analysis of plans and specifications
- 4) Constructability analysis
- 5) Cost estimating
- 6) Project scheduling
- 7) Quality Control/Quality Assurance
- 8) Brief description of experience working with LEED practices and protocols
- 9) Community Participation Process
- 10) Community Outreach
- 11) Clearly defined approach to provide a Community Benefit Plan preferably with partners clearly defined.

11. Legal Proceedings

There are no points for this information.

- A. Arbitrations; any arbitration demands filed by or against your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.
- B. Lawsuits: List all lawsuits filed by or against, your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.

- C. Other Proceedings: Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past five (5) years concerning any labor practices by your firm. Identify the nature of any proceeding and its ultimate resolution. Identify any lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health administration concerning the project safety practices of your company in the last five years. Identify the nature of any proceeding and its ultimate resolution.
- D. Bankruptcies: Has your firm or its parents or any subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

12. Local City of Hallandale Beach Vendor Preference (LVP): *See Exhibit III for further details.*

13. Community Benefit Plan – *BONUS POINTS FOR THIS PROJECT, See Exhibit III for further details.*

III. PROPOSAL EVALUATIONS:

Criteria. Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	FIRM'S QUALIFICATIONS AND EXPERIENCE	35
2.	TEAM'S EXPERIENCE/ QUALIFICATIONS	20
3.	PAST PERFORMANCE (REFERENCES)	10
4.	PROPOSER'S APPROACH TO THE PROJECT	25
5.	LOCAL CITY OF HALLANDALE BEACH VENDOR PREFERENCE*	(2.5-10)
	TOTAL POINTS **	100
BONUS	COMMUNITY BENEFIT PLAN	15

*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

**Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

CCNA – Architectural and Engineering Services
Golden Isles Tennis Center and Golden Isles Park
Exhibit I – Scope of Services

SUBMITTAL DUE DATE:**RESPONSES ARE DUE: BY NO LATER THAN APRIL 8, 2016 BY 11:00AM.****RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH
The Name of Your Firm
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP # FY2015-2016-010
CCNA – ARCHITECTURAL AND ENGINEERING SERVICES GOLDEN ISLES TENNIS CENTER
AND GOLDEN ISLES PARK

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which makes up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held **March 7, 2016 at 1:30 pm.**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to alues@cohb.org by no later than **March 14, 2016 no later than 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

Estimated direct construction cost of the Golden Isles Tennis Center and Golden Isles Park Project is \$5 million

TENTATIVE SCHEDULE:

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

RFP ADVERTISING DATE	FEBRUARY 19, 2016
RFP DOCUMENT RELEASED	FEBRUARY 19, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	MARCH 7, 2016 1:30 PM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN , MARCH 14, 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	APRIL 8, 2016 BY NO LATER THAN 11 AM
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	APRIL 15 THROUGH MAY 31, 2016
ORAL INTERVIEWS – (IF REQUIRED)	APRIL 15 THROUGH MAY 31, 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the attached agreement, for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5.

CCNA – Architectural and Engineering Services
Golden Isles Tennis Center and Golden Isles Park
Exhibit I – Scope of Services

EXHIBIT A – CONCEPTUAL DESIGN